CONFIDENTIAL

2 December 1969

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT   : Identification of Groups of Inactive Office Records
                 for Possible Storage in Federal Records Centers

1. As requested, the 63,000 cubic feet of Inactive Office Records now stored at the Agency Records Center were reviewed to identify those groups that were over two years old and had Security Classifications of Secret or less. The following collections meet those criteria:

Total Cubic Feet	Component, Volumes, and Files	
100	**DCI AREA**	
	45 Public Affairs Material	
	30 Cable Secretariat Cables	
	25 Files of IG, OGC, and PPB	
5,000	**DDI**	
	1,200 Files	25X1
	3,800 Central Reference Services	
	Other Agency Intell. Reports	
5,000	**DDP**	
	3,175 Some of OSS Files	
	350 CI Files	25X1
	800 CI held OP Applicant Files	
	275 CI held TSD Passport Info.	
10,000	**DDS**	
	6,000 Finance Vouchers & Support Papers	
	2,000 Security Case Files	
	900 Logistics Requisitions & Contracts	
	600 Personnel Files	
	500 Medical Folders	
500	**DDS&T**	
	500 FMSAC	25X1
400	**ARCHIVES**	
	400 Historical Collection	

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2. The foregoing 21,000 cubic feet of inactive records qualify for storage in the Federal Records Center at Suitland, Maryland. Their reference activity would total some ten per day (200 per month). Their Security Classification is within the limits set by the Office of Security study dated 4 November 1969 for CIA Records stored at Suitland. However, the question as to the "Sensitivity" or "Non-Sensitivity" of these inactive office records is outside the knowledge of the Records Center Staff. The proposed storage of specific files will have to be coordinated with the Component whose records are involved, the Office of Security, and the DDP/CI Staff in order to establish the Sensitivity criteria and to obtain approval for the transfer of the files

25X1

25X1

CIA Records Administration Officer

DDS/SSS?RAB/ _____ fms (3 Dec 1969)

25X1

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25X1